

D R A F T

October 2, 1953

#### FUNCTIONS OF THE OCB EXECUTIVE OFFICER

The Executive Officer serves at the pleasure of the Board as the Board's full-time principal executive officer. He attends all meetings of the Board but is not a member thereof. He shall:

- (1) Prepare the agenda for, and arrange for the presentation of material for discussion at, Board meetings.
- (2) Organize and maintain the flow of the Board's work and supervise the staff of the Board.
- (3) Follow the execution of the Board's decisions and in the event of lack of progress, bring the matter to the attention of the Board, with recommendations for appropriate action.
- (4) Prepare reports to the National Security Council for the Board's consideration.
- (5) Maintain liaison with the staff of the National Security Council in order to provide coordination of the Board's work with the activities of the National Security Council.
- (6) Record the Board's actions and decisions and advise those affected by them.
- (7) Maintain liaison with agencies of the Government with respect to matters assigned to the Board for coordination and arrange for the participation of non-member agencies when appropriate.
- (8) Bring to the attention of the Board new proposals for action within the framework of national security policies in response to opportunity and changes in the situation.
- (9) Perform such other duties as the Board may direct.